

PRIVACY IMPACT ASSESSMENT (PIA)

PRESCRIBING AUTHORITY: DoD Instruction 5400.16, "DoD Privacy Impact Assessment (PIA) Guidance". Complete this form for Department of Defense (DoD) information systems or electronic collections of information (referred to as an "electronic collection" for the purpose of this form) that collect, maintain, use, and/or disseminate personally identifiable information (PII) about members of the public, Federal employees, contractors, or foreign nationals employed at U.S. military facilities internationally. In the case where no PII is collected, the PIA will serve as a conclusive determination that privacy requirements do not apply to system.

1. DOD INFORMATION SYSTEM/ELECTRONIC COLLECTION NAME:

Defense Civilian Human Resource Management System (DCHRMS)

2. DOD COMPONENT NAME:

Department of Defense Human Resources Activity

3. PIA APPROVAL DATE:

09/30/24

Defense Civilian Personnel Advisory Service (DCPAS)

SECTION 1: PII DESCRIPTION SUMMARY (FOR PUBLIC RELEASE)

a. The PII is: (Check one. Note: Federal contractors, military family members, and foreign nationals are included in general public.)

☐ From members of the general public

☐ From Federal employees

☒ from both members of the general public and Federal employees

☐ Not Collected (if checked proceed to Section 4)

b. The PII is in a: (Check one.)

☐ New DoD Information System

☐ New Electronic Collection

☒ Existing DoD Information System

☐ Existing Electronic Collection

☐ Significantly Modified DoD Information System

c. Describe the purpose of this DoD information system or electronic collection and describe the types of personal information about individuals collected in the system.

To maintain a system of records that provides human resource information and system support for the Department of Defense (DoD) civilian workforce worldwide that manages the human resources processing and reporting, including position, compensation and benefits, and performance management, as well as create efficiencies in Human Capital Management.

Position authorization and control information; position data and performance elements; personnel data and projected suspense information for personnel actions; pay, benefits, and entitlements data. Historical information on employees, including job experience, education, training, and training transaction data; performance plans, interim appraisals, final appraisals, closeouts and ratings; professional accounting or other certifications or licenses; awards information and merit promotion information; separation and retirement data; civilian deployment information and adverse and disciplinary action data. Personal information including Social Security Number (SSN), DoD identification number (DoD ID), employee number, emergency contact information (name, home/work/cell phone number, email address), employee email address, employee phone numbers to include home, work, pager, fax and mobile; ethnicity; disability code; and foreign language capability. Identification of past and present DoD Civilian employees and their dependents eligible to submit claims in accordance with the Havana Act. In addition, the Corporate Management Information System data, which houses employee historical assignment, position, and personnel actions data, will be maintained for historical purposes, however, the data will not be refreshed.

d. Why is the PII collected and/or what is the intended use of the PII? (e.g., verification, identification, authentication, data matching, mission-related use, administrative use)

Mission-related use

e. Do individuals have the opportunity to object to the collection of their PII?

☒ Yes ☐ No

(1) If "Yes," describe the method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object to the collection of PII.

The application is used on a voluntary basis, but is required to process all human resources, position management, compensation and benefits, and performance management requests.

f. Do individuals have the opportunity to consent to the specific uses of their PII?

☐ Yes ☒ No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

Once an individual voluntarily provides their information, it will be used to process all human resources, position management, compensation and benefits, and performance management requests, as required.

g. When an individual is asked to provide PII, a Privacy Act Statement (PAS) and/or a Privacy Advisory must be provided. (Check as appropriate and provide the actual wording.)

☒ Privacy Act Statement ☐ Privacy Advisory ☐ Not Applicable

Authorities: 5 U.S.C. Chapter 11, Office of Personnel Management; 5 U.S.C. Chapter 13, Special Authority; 5 U.S.C. Chapter 29, Commissions, Oaths, Records, and Reports; 5 U.S.C. Chapter 31, Authority for Employment; 5 U.S.C. Chapter 33, Examination, Selection, and Placement; 5 U.S.C. Chapter 41, Training; 5 U.S.C. Chapter 43, Performance Appraisal; 5 U.S.C. Chapter 51, Classification; 5 U.S.C. Chapter 53, Pay Rates and Systems; 5 U.S.C. Chapter 55, Pay Administration; 5 U.S.C. Chapter 61, Hours of Work; 5 U.S.C. Chapter 63, Leave; 5 U.S.C. Chapter 72, Antidiscrimination; Right to Petition Congress; 5 U.S.C. 7201, Antidiscrimination Policy; minority recruitment program; 5 U.S.C. Chapter 75, Adverse Actions; 5 U.S.C. Chapter 83, Retirement; 5 U.S.C. Chapter 84, Federal Employees' Retirement System, Antidiscrimination Policy; minority recruitment program; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; P.L. 117-46, 135 Statute 391, HAVANA Act; E. O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR part 1614.601, EEO Group Statistics; and E. O. 9397 (SSN), as amended.

Principal Purposes: To maintain a system of records that provides human resource information and system support for the Department of Defense (DoD) civilian workforce worldwide that manages the human resources processing and reporting, including position, compensation and benefits, and performance management, as well as create efficiencies in Human Capital Management.

Routine Uses: To the Equal Employment Opportunity Commission (EEOC) for the purpose of providing Equal Employment Opportunity group statistics in accordance with 29 CFR part 1614.601, EEO Group Statistics.

To the Office of Personnel Management (OPM) for the purpose of addressing civilian pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.

Additional routine uses may be found in the applicable system of records notice DHRA 23 DoD, Defense Civilian Human Resource Management System (DCHRMS) at: TBD

Disclosure: Voluntary. However, failure to provide or update your information may require manual human resources processing or the absence of some information in your HR record.

h. With whom will the PII be shared through data/system exchange, both within your DoD Component and outside your Component? (Check all that apply)

☒ Within the DoD Component

Specify. DMDC

☒ Other DoD Components (i.e. Army, Navy, Air Force)

Specify. DoD Acquisition Office; Air Force; DLA; DFAS; DHS; All other DoD Serviced Components

To the Equal Employment Opportunity Commission (EEOC) for the purpose of providing Equal Employment Opportunity group statistics in accordance with 29 CFR part 1614.601, EEO Group Statistics.

☒ Other Federal Agencies (i.e. Veteran's Affairs, Energy, State)

Specify. To the Office of Personnel Management (OPM) for the purpose of addressing civilian pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies.

☐ State and Local Agencies

Specify.

☒ Contractor (Name of contractor and describe the language in the contract that safeguards PII. Include whether FAR privacy clauses, i.e., 52.224-1, Privacy Act Notification, 52.224-2, Privacy Act, and FAR 39.105 are included in the contract.)

Specify. Oracle Corporation; Leidos Corporation.
Included contract clauses:
52.224-1 Privacy Act Notification APR 1984
52.224-2 Privacy Act APR 1984

☒ Other (e.g., commercial providers, colleges).

Specify. To educational institutions and commercial training providers for the purpose of selecting and registering applicants approved by a DoD component to attend a specified program, and, when applicable, to provide for payment.

i. Source of the PII collected is: (Check all that apply and list all information systems if applicable)

☒ Individuals

☒ Databases

☒ Existing DoD Information Systems

☐ Commercial Systems

☐ Other Federal Information Systems

Joint Personnel Adjudication System; Fourth Estate Manpower Tracking System; Defense Civilian Payroll System; the Air Force Manpower Programming and Execution System; NAF Payroll; Interactive Voice Recognition System (IVRS); USA Staffing

j. How will the information be collected? (Check all that apply and list all Official Form Numbers if applicable)

- | | |
|--|---|
| <input type="checkbox"/> E-mail | <input checked="" type="checkbox"/> Official Form (Enter Form Number(s) in the box below) |
| <input type="checkbox"/> In-Person Contact | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Fax | <input type="checkbox"/> Telephone Interview |
| <input checked="" type="checkbox"/> Information Sharing - System to System | <input checked="" type="checkbox"/> Website/E-Form |
| <input checked="" type="checkbox"/> Other (If Other, enter the information in the box below) | |

Prospective employee generated resume; applicant record; SF 181, Ethnicity and Race Identification; SF 256, Self-Identification of Disability; SF 144, Statement of Prior Federal Service; SF 181, "Ethnicity and Race Identification"; SF 256, "Self-Identification of Disability"; SF 144, "Statement of Prior Federal Service"; OF 306, "Declaration for Federal Employment"; DD 214, "Certificate of Release or Discharge from Active Duty"; SF 813, "Verification of a Military Retiree's Service In NonWartime Campaigns or Expeditions"; SF 15, "Application for 10-Point Veteran Preference"; SF 52, "Request for Personnel Action"; SF 50, "Notification of Personnel Action"; SF 61, "Appointment Affidavit"; DD X739, "Civilian Employee's Military Reserve, Guard, or Retiree Data,"; DD 2888, "DoD Critical Acquisition Position Service Agreement"; DD 2889, "DoD Critical Acquisition Position Service Agreement Key Leadership Position (KLP)"; DD 2365, "DoD Expeditionary Civilian Agreement: Emergency-Essential Positions and Non-Combat Essential Positions"; DD 3031, "Department of Defense Senior Executive Service Probation Period"; DD 3220, "Eligibility Questionnaire for HAVANA Act Payments"; SF 2809, "Employees' Health Benefits Election"; SF 2817, "Federal Employees' Retirement System Election"; SF 75, "Request for Preliminary Employment Data"; employee or supervisor generated training requests; human resources generated records; employee generated data recorded as self-certified; other employee or supervisor generated records; and employee completed training data provided by respective Component agencies.

k. Does this DoD Information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information must be consistent.

☒ Yes ☐ No

If "Yes," enter SORN System Identifier

SORN Identifier, not the Federal Register (FR) Citation. Consult the DoD Component Privacy Office for additional information or <http://dpcl.d.defense.gov/Privacy/SORNs/>
or

If a SORN has not yet been published in the Federal Register, enter date of submission for approval to Defense Privacy, Civil Liberties, and Transparency Division (DPCLTD). Consult the DoD Component Privacy Office for this date

If "No," explain why the SORN is not required in accordance with DoD Regulation 5400.11-R: Department of Defense Privacy Program.

i. What is the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system or for the records maintained in the system?

(1) NARA Job Number or General Records Schedule Authority.

(2) If pending, provide the date the SF-115 was submitted to NARA.

(3) Retention Instructions.

Temporary. Cut off upon inactivation of personnel. Destroy 25 years after cutoff.

Temporary. HAVANA Act Questionnaire Records. Retained for 25 years after the records are closed – defined as after an individual separates from the Agency for Service members or after final payment is received for dependents.

m. What is the authority to collect information? A Federal law or Executive Order must authorize the collection and maintenance of a system of records. For PII not collected or maintained in a system of records, the collection or maintenance of the PII must be necessary to discharge the requirements of a statute or Executive Order.

- (1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be similar.
- (2) If a SORN does not apply, cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII.
(If multiple authorities are cited, provide all that apply).

- (a) Cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.
- (b) If direct statutory authority or an Executive Order does not exist, indirect statutory authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.
- (c) If direct or indirect authority does not exist, DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component must be identified.

5 U.S.C. Chapter 11, Office of Personnel Management; 5 U.S.C. Chapter 13, Special Authority; 5 U.S.C. Chapter 29, Commissions, Oaths, Records, and Reports; 5 U.S.C. Chapter 31, Authority for Employment; 5 U.S.C. Chapter 33, Examination, Selection, and Placement; 5 U.S.C. Chapter 41, Training; 5 U.S.C. Chapter 43, Performance Appraisal; 5 U.S.C. Chapter 51, Classification; 5 U.S.C. Chapter 53, Pay Rates and Systems; 5 U.S.C. Chapter 55, Pay Administration; 5 U.S.C. Chapter 61, Hours of Work; 5 U.S.C. Chapter 63, Leave; 5 U.S.C. Chapter 72, Antidiscrimination; Right to Petition Congress; 5 U.S.C. Chapter 75, Adverse Actions; 5 U.S.C. Chapter 83, Retirement; 5 U.S.C. Chapter 84, Federal Employees' Retirement System; 5 U.S.C. 7201, Antidiscrimination Policy; minority recruitment program; 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; Public Law 117-46, 135 Statute 391, HAVANA Act (2021)(codified at 22 U.S.C. 2680); E. O. 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration, as amended; 29 CFR part 1614.601, EEO Group Statistics; and E. O. 9397 (SSN), as amended.

n. Does this DoD information system or electronic collection have an active and approved Office of Management and Budget (OMB) Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information. This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

☐ Yes ☒ No ☐ Pending

- (1) If "Yes," list all applicable OMB Control Numbers, collection titles, and expiration dates.
- (2) If "No," explain why OMB approval is not required in accordance with DoD Manual 8910.01, Volume 2, "DoD Information Collections Manual: Procedures for DoD Public Information Collections."
- (3) If "Pending," provide the date for the 60 and/or 30 day notice and the Federal Register citation.

While the system maintains information on members of the public, it is not the initial collection point for that data.